

**Disabilities Advisory Council (DAC) Meeting
April 28, 2005
Byrd Building
Richmond, Virginia**

Members Present: Daaiyah Rashid, Elaine Senft, Van Johnson, David Wilber, Jesse Chapman, Julie Palmer, Edward Senft, and Cheri Stierer

Members Absent: C. Michael Savory, Donald Sublett, Melvin Fenson, Edward Zeigler, Teja Stokes, and Eric Clark.

Staff Present: Colleen Miller, Sherry Confer, Dee Vance, Kristen Cooper and Heather Brunner.

Guest Present: None

Call to Order: Daaiyah Rashid, the Chair, called the meeting to order at 10:20 A.M.

Welcome and Introductions: Mrs. Rashid welcomed the Council and everyone present to the Byrd Building, VOPA's office. Following the welcome, Council members, staff and guests introduced themselves to one another.

Public Comment: There was no public comment offered.

Minutes: The approval of the October meeting minutes were postponed until other Council members arrived. Once there was a quorum, the Council voted on the approval of the minutes. David Wilber made a MOTION to approve the minutes from the meeting on January 28, 2005 with the correction of David's last name, Wilber, on page ten. Van Johnson seconded the MOTION and it carried unanimously.

DMHMRSAS Human Rights Discussion: Kristen Cooper, VOPA Staff Attorney, facilitated a discussion on human rights and time outs. Ms. Cooper sits on the Seclusion and Restraint Sub-Committee of the Human Rights Regulations Advisory Committee. This committee was coordinated by the Department of Mental Health, Mental Retardation and Substance Abuse Services (DMHMRSAS). The committee is in the process of reviewing the regulations for time outs, seclusion and restraints. After the discussion, Ms Cooper held a question and answer session and she accepted all comments from the Council. Ms. Cooper will take the Council's comments to the next scheduled sub committee meeting.

Travel Voucher Training: Heather Brunner, Administrative Assistant, conducted a training on the state's travel expense reimbursement process. Ms. Brunner explained the purpose of the travel voucher. Then she explained and demonstrated how to fill out a travel voucher. Following the demonstration, she answered questions from the Council..

Board Report: Maureen Hollowell, VOPA Board Chairman, introduced herself and thanked everyone for attending the meeting. Next, she briefly summarized the following discussions from the Board meeting, which

was held on Tuesday, April 26, 2005 in Virginia Beach. The Board retreat, The Ombudsman Program, Council's input on the FY 06 Focus Areas, changes in the Freedom of Information Act, VOPA' budget, and VOPA Board committees. After Mrs. Hollowell's discussion, she explained the different Board committees and accepted volunteers for the different committees.

**VOPA Financial Reporting
Introduction/Overview:**

Ms. Miller explained and reviewed VOPA's financial reports and each grant from which VOPA receives funding. These reports were the "revenue and expenditure" report, the Grant Carryover report, the Cash Balance report, and the State Appropriations report. After review of the reports, Council suggested to Ms. Miller that she include a report with fewer details and a report that captures VOPA's current budget status.

Lunch:

The meeting adjourned for lunch at 12:20 P.M.

Priority Planning:

The meeting reconvened from lunch at 1:55 P.M. Next, Ms. Confer led the discussion on VOPA's focus areas. She conveyed to the Council that the Board approved the FY 06 Goals and today their task would include a discussion of the Focus Areas for FY 06. Council discussed the Focus Areas under each goal and made recommendation on whether to keep the Focus Areas or add new Focus Areas.

Executive Director's Update:

Following the discussion on VOPA's FY 06 Focus Areas, Ms. Miller began her Executive Director's update. She started her update with an announcement that VOPA will under go a PAIMI review in August. Next, she reviewed VOPA's Progress and Litigation Reports and VOPA's case stats. She accepted questions from the Council and concluded her update by answering questions about any of the reports that were discussed.

Announcements:

Dee Vance, Outreach Advocate, gave the Council some brief announcements. After her announcements, she presented the Council with a presentation and a volunteer recognition bag in their honor for National Volunteer Week.

Adjournment:

There being no further business before them, Elaine Senft made a MOTION to adjourn the meeting. David Wilber seconded the MOTION and it carried unanimously.

APPROVED MINUTES:

July 27, 2005

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Mission Statement**

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